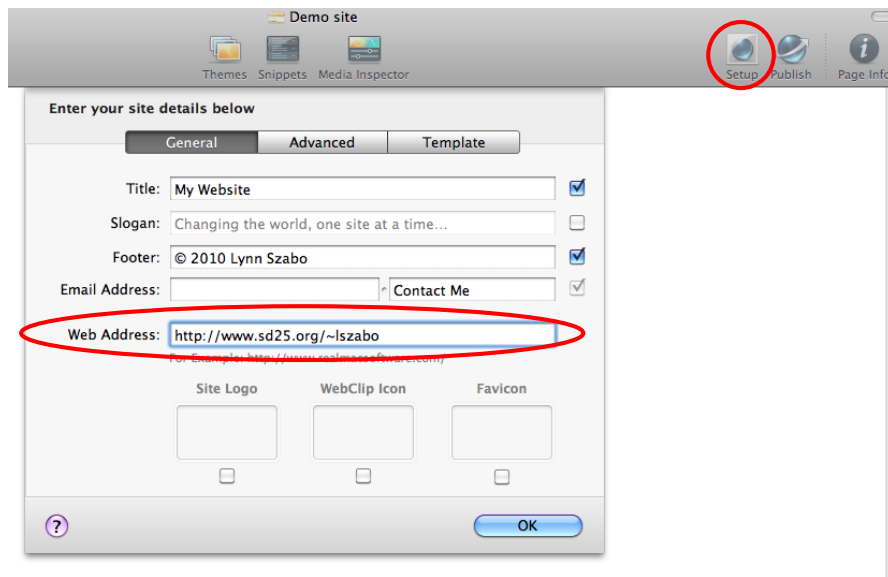
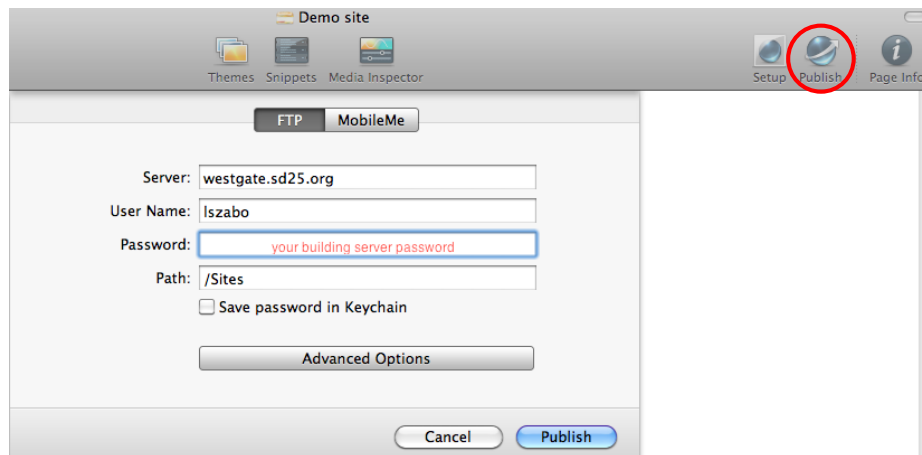


## Publishing a RapidWeaver Website

In the 'Setup' window, type in the Web Address: <http://www.sd25.org/~lszabo>  
This is the district address followed by a forward slash, tildé, and your name as it appears on the building server.  
(The tilde can be found above the Tab key).



When you are ready to publish your site, click on the Publish button.  
You will get a prompt to save edits to your site; click OK.



The first time you publish your site, email the web address to the building administrator(s) for approval. When approval is granted, forward the web address to your BTA so that your site can be linked to the school site.

For subsequent updates to your site, all you will need to do is go to the Publish window, type in your password, and hit 'Publish'.

**\*\*If publishing fails, check your password and try again. If the publish button is grayed out, go to the File menu to access the publishing settings or to re-publish all files.**